Town of Pomfret Selectboard
Meeting Minutes
October 15, 2025

Present: Benjamin Brickner, John Peters, Steve Chamberlin, Meg Emmons, Emily Grube

Public: Frank Rogers, Cynthia Hewitt, John Moore, Becky Fielder, Bill Emmons, John Flynn, Scott Cone

1. **Call to Order –** Ben called the meeting to order at 7:01 pm.
2. **Agenda Review –** John moved and Steve seconded deletion of Item 5C (Municipal Complete Streets Program Presentation), deletion of Item 5D (Underground Propane Tank at Municipal Complex), and addition of the Vermont Community Foundation Grant (Rockefeller Fund) Application immediately before Item 5E (Town Plan Update). Unanimous. Complete Streets and the Propane Tank will be discussed at the November 5 meeting.
3. **Public Comment –** None.
4. **Road Foreman Report –** The crew is starting to prepare for winter work, and grading is going well. The new hire is training on the excavator. Tree removal on Bartlett Brook Road is finished; Mike Avery will remove the stumps once he completes the Pomfret Road slide project. Frank reported that about a dozen road signs were stolen throughout town recently, including signs for the Cloudland Road closure. Frank reported that the edge of the road on Galaxy Hill Road gave out when the chloride truck backed up; a wrecker was needed to pull the truck out, but there was no damage and no injuries. Frank confirmed he would provide Cynthia with the information and pictures for the moldboard listing to be sold. The Selectboard discussed truck maintenance for November inspections and warranty updates; Frank will check with Sable's regarding their ability to perform software updates as well as inspection and oil changes. Frank will leave the unreturned uniform outside on Friday for Cintas to collect.
5. **Items for Discussion or Vote**
    a. **Pomfret Road Slide Project Update –** Mike Avery would like to continue the hourly road closure arrangement (8:00 am to 3:00 pm) through the remainder of this week and possibly next week, as the efficiency gains have been significant and residents have been generally amenable. The initial quantity figures for material were low, which has contributed to the extended timeline. Underdrains are to be installed this week. Guardrails will be delivered next Tuesday, and the final work includes dense grading and paving. Paving is expected to be done by Monday of next week (Mike has a backup contractor scheduled if Blaktop is unavailable). The Selectboard agreed to continue the hourly closure schedule until further notice. Cynthia will send a notice to the Caper Street residents tonight confirming the same. One day next week will require a full closure for installation of the final culvert.
    b. **Vermont Community Foundation Grant (Rockefeller Fund) Application –** Cynthia and Ben submitted an application for up to $5,000 in community grant funds from the Laurence and Mary Rockefeller Foundation to support planning and projects for the town's 250th Anniversary Committee, specifically a revised Veterans Memorial design and video history interviews. This was done before approval could be obtained because the application deadline was yesterday (October 14) and could not be extended, but applications could be withdrawn after submission if

necessary. John moved and Steve seconded that submission of the application be ratified. Unanimous.

c. **Town Plan Update –** The Planning Commission has completed the updated town plan. The Selectboard must hold a hearing within 120 days. After reviewing the required 15-day warning period (which requires publication in the paper, likely the *Vermont Standard*), the earliest available date is the November 19 meeting. John Moore will send Cynthia the appropriate notice file for publication.

d. **FY 2025 Audit Proposals –** Audit proposals were received from two firms (Chad Hewitt/Sullivan Powers at $22,000 and Mudgett Jennett at $18,000 for the first year, declining in subsequent years). The proposals are similar in scope. Ben will confer with Ellen on the proposals, with the goal of having the Selectboard make a decision at the November 5 meeting.

e. **FY 2027 Budget Discussion –** The Selectboard conducted a line-by-line review of the General Fund budget, starting with revenues. Discussion points included conservative estimates for Current Use Reimbursement ($290,000), interest income ($15,000), and Town Hall Rental ($800–$1,000). Personnel discussion focused on adding a Clerk Assistant position for succession planning and backup at an estimated annual cost of $2,500. The high cost and strict certification requirements associated with transitioning from Listers to an Assessor ($48,000 based on Barnard) were noted, but the Selectboard tentatively agreed to proceed with budgeting for elected Listers. Similarly, the Selectboard budgeted for a CPA in lieu of auditors. Next meeting (November 5) will resume discussion of the General Fund budget, including with the Fire Department, FAST Squad, and Listers.

f. **Class 3 Roads Stop/Yield Signs –** After discussion regarding adding proposed stop signs (Bunker Hill Road, Caper Street, Handy Road) and a yield sign (Allen Hill Road), the Selectboard agreed not to pursue new signage currently, citing concerns regarding enforceability and recent sign theft/vandalism. This item was tabled for future consideration.

g. **Warrants –** Emily moved and Steve seconded approval for payment of the following warrants:

26032	$ 9,963.93	Payroll
26033	1,535.00	Tax Refund
26035	82,483.99	A/P

Unanimous.

h. **Approval of October 1, 2025 Minutes –** Emily moved and John seconded approval of the October 1 meeting minutes as presented. Unanimous.

6. **Meeting Wrap Up**

a. **Correspondence –** Thank you notes were received from residents regarding the Cloudland Road foliage closure and the Pomfret Road slide bank reconstruction project.

b. **Review of Assignments –** Cynthia is to send the Caper Street hourly closure notice; solicit legal notice rates (including contract rates) from the Vermont Standard and Valley News; and post the Town Plan Hearing Notice. Ben is to check with Ellen regarding the CPA options. Steve is to inquire regarding painting/repair quotes for the Brick Building window sills. Frank is to provide moldboard information to Cynthia. John Moore is to send the appropriate notice file for the Town Plan hearing publication.

c. **Agenda for Next Meeting –** Propane tank installation/quotes; Veterans' Memorial revised design; Complete Streets presentation; Budget Discussion (Fire Department, FAST Squad, and Listers).

7. **Executive Session**
   a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(E) to discuss pending civil litigation to which the town is a party and the premature general public knowledge of which would clearly place the town at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 9:41 pm.
   b. Steve moved and John seconded exiting executive session. The Selectboard exited executive session at 10:21 pm, with no decisions having been made therein.
8. **Adjournment –** Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:21 pm.